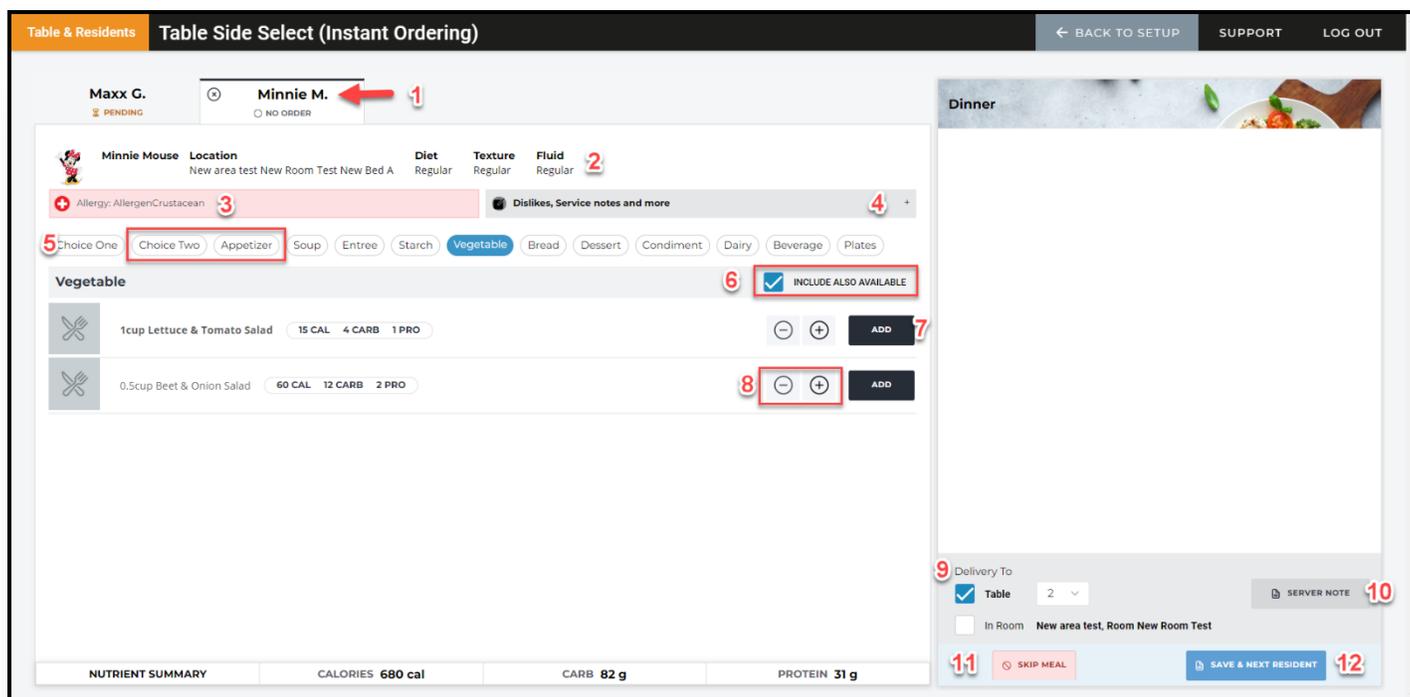


How to Take an Order with Table Side Select (Instant Ordering)

Taking an Order

1. Touch the **Resident name**. If the order has been placed, you see **Ordered** under the name. **Pending** means the order is in process but not sent. **No Order** means an order has not been placed.
2. The top of the screen displays the residents **Name, Location, and Diet Order**
3. **Allergen** Information appears in Red.
4. Touch the **+** sign to view **Service Notes**.
5. Touch a **Choice or Menu Category** header to view the items available within that choice or category.
6. Touch to remove the **check mark** and **hide Also Available Menu** items if these are not needed.
7. Touch **Add** to select a menu item. Selected Menu items have a Green Button Added. Selected Menu Items appear on the right side of the screen.
8. Touch the symbols  to alter the portion size of the menu item if needed. **Note** - The **+** sign increases the portion size by half. The **-** sign decreases the portion size by half.



The screenshot displays the MealSuite interface for taking an order. At the top, it shows the resident's name 'Minnie M.' and their location 'New area test New Room Test New Bed A'. Below this, there are sections for 'Diet' (Regular), 'Texture' (Regular), and 'Fluid' (Regular). An allergen warning 'Allergy: AllergenCrustacean' is visible. The main menu area shows various categories, with 'Vegetable' selected. Under 'Vegetable', there are two items: '1cup Lettuce & Tomato Salad' and '0.5cup Beet & Onion Salad'. The 'INCLUDE ALSO AVAILABLE' checkbox is checked. At the bottom, there are options for 'Delivery To' (Table or In Room), a 'SERVER NOTE' field, and buttons for 'SKIP MEAL' and 'SAVE & NEXT RESIDENT'. A nutrient summary is shown at the bottom left.

9. Touch to select the **Delivery Option** of Table or In Room
10. Touch to enter a **Server note** if applicable i.e., Gravy on the Side.
11. Touch **Skip Meal** if the resident refuses the meal.
12. Touch **Save & Next** to send the meal.
13. Enter **Server Name** – note only required on the first order for that meal.
14. Touch **OK**



The screenshot shows a dialog box titled 'Add Server Name'. It has a text input field with the placeholder text 'Type Name or Initials Here' and an 'OK' button.